SUMTER CITY/COUNTY, SOUTH CAROLINA
JOB DESCRIPTION

JOB TITLE: SUMTER JUSTICE NETWORK ADMINISTRATOR
IT DEPARTMENT/LAW ENFORCEMENT DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical tasks to support the technology of the Sumter City/County Law Enforcement Information System. Position includes assisting in the implementation and operation of the City/County Law Enforcement Division computerized information systems including hardware and software at all local and remote locations as well as assist in the administration of the Wide Area Network for City/County Law Enforcement.   Position will work on a 1st and 2nd Level basis for the City of Sumter, Sumter County, and the Correctional Center, employees and equipment in relation to Law Enforcement. Position will conduct computer-related training for all network users as needed and will interact with departmental users to provide assistance and support. Position will provide input regarding the development of procedures and will conduct and document system assessments and review. Position may be involved with ESRI GIS mapping.

GENERAL DIMENSIONS

Education

   Must have successfully completed college level course work in related topics, or have attended related professional seminars. Must be able to supply written proof of completion for all course work and/or degrees that are being used to satisfy the minimum training requirements and demonstrate required proficiency.

Certifications

   Must be able to pass a technical exam, relevant to this job, administered by the City/County Information Technology Departments.

In addition, the following experience will be used for compensation considerations:
   Windows SQL Administration
   Windows NT Server/Workstation Administration
   Windows 2000 Server/Workstation Administration

Requirements

- Licenses - Must possess a valid South Carolina Driver's License. Applicants shall provide a current copy of their Motor Vehicle Record (MVR), obtained at the applicant's expense.
- 2000 or 2003 MCSE certification (Microsoft Certified Systems Engineer)
- Applicant must past an FBI background check and drug test.

- Willingness to be available on a 7X24 basis when needed.

Complexity

This position is complex in nature, unstructured, with little routine work. Time management in this position is critical. Network and/or Software problems can lead to serious delays to multiple departments, prevent departments from performing their normal daily functions, and have adverse effects in terms of cost, time, and reduced services.

Experience

Requested experience will map closely to expected job accountabilities. The omission of a specific experience does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

Must have a minimum of five years relevant network experience and PC experience. Relevant experience must include the following items:

- Minimum of two years project management experience.
- Experience managing one or more employees
- IT Management experience.
- ESRI GIS experience.
- Must have considerable knowledge of the Windows NT, 2000, and XP network operating system.
- Must have considerable knowledge and experience in setting up shared resources in a networked environment.
- Must have prior experience installing Windows NT/2000/XP operating systems, and must have experience doing version upgrades of the Windows NT/2000/XP operating system.
- Must have experience in all aspects of Remote Access and Print Servers.
- Must have considerable experience in installation, setup, repair, and performing diagnostics on all types of PC's and PC hardware. Experience must include, but not be limited to: hard drives, floppy drives, video cards and video memory, RAM memory, I/O cards, fax/modems, CD ROMs, emulation boards.
- Must have considerable knowledge and experience in the use of NIC (network interface cards) in establishing connectivity from networked PCs.
- Must have considerable knowledge and experience in performing network backups, and restoring from backups.
- Must have considerable knowledge of purchasing the appropriate hardware and software to be used to establish, enhance, or repair network components and peripherals.
- Must have considerable knowledge of the Ethernet topology, and working knowledge of multiple protocols.
- Must have working knowledge in establishing and maintaining Local Area Network security, and the prevention of viruses and unauthorized use of the network.

- Must have working knowledge in establishing and maintaining Wide Area Network security, and the prevention of hackers and unauthorized external access to the network.

Experience (continued)

- Must have working knowledge of various cabling types, such as UTP Cat-5, Coax, Twinax, and Fiber, and be able to perform basic cabling functions.
- Must have working knowledge of hubs, routers, switches, CSU/DSUs, controllers, patch panels, punch blocks, and wiring closets.
- Must have working knowledge of multi-drop lines, point-to-point lines, Frame Relay, and ISDN.
- Must have working knowledge of various line speeds and bandwidths such as
- 19.2K, 56K, 64K, fractional T1, full T1, T3, etc.
- Must have working knowledge of purchasing the appropriate hardware and software to be used to establish, enhance, or repair telecommunication equipment.
- Must have considerable knowledge of office automation systems, with emphasis on word-processing and spreadsheets in a Windows environment.
- Must have considerable experience in the navigation of the Internet.
- Must be a trustworthy caretaker of confidential information.
- A preferred skill would be knowledge of AS/400 commands, architecture, and peripherals.

This position performs formal product research. Meets with vendors to discuss and evaluate different hardware and software solutions. Provides technical advice to management both in verbal and written format. Applies state-of-the-art technology to improve the Sumter City/County networking environment.

Provides problem resolution related to Sumter City/County Law Enforcement networking environment, as well as to stand-alone PCs and their peripherals.

Prepares technical and/or management reports on a weekly or other periodic basis. Establishes and maintains technical documentation of the Sumter City/County networking environment.

References
Must have a minimum of three professional or educational references to verify technical aptitude, professionalism, diplomacy, teamwork, positive attitude, commitment to customer service, attendance/absenteeism, overall reliability, overall work ethic, and ability to be trustworthy caretaker of confidential information.

General Dimensions (continued)

Physical Requirements

- Must have a personal car available for off-site assignments.
- Must be able to lift and carry a minimum of 50 pounds a minimum of 20 feet.
- Must be able to bend, crouch, and crawl around computer equipment.
- Must be able to use hands to disassemble and reassemble computer equipment using a variety of computer tools.
- Must be able to use legs and arms to climb ladders, in order to perform cabling and other related functions.
- Must be able to coordinate efforts of fingers, hands, arms, and torso.
- Must have the ability to communicate effectively, both orally and in writing, utilizing good grammar and good spelling.
- Must be able to perform technical reasoning and give concentrated mental effort.
- Must have high energy level, and be able to start and finish tasks quickly and accurately.

Working Conditions

This position is normally performed inside computer rooms, wiring closets, or at end user locations. This position requires some driving throughout Sumter City/County.

This position often requires lifting and moving computer equipment. It also often requires bending and crawling around computer equipment, often in constrained areas, which can be considered a minor discomfort.

This position is often performed near electrical wiring, and occasionally requires climbing a ladder to access ceiling cables, presenting potential hazards.